

24 June 1969

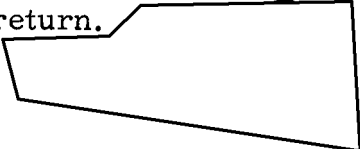
MORNING MEETING ACTION ITEM

TO: All Members of the Executive Committee

Executive Director asked each Executive Committee member to consider now procedures which can be set into motion to facilitate briefing the Director upon his return (on or about 9 July). After some discussion it was decided that cabled items destined for the Director's information in Europe should be in General Cushman's office for review by 4 p.m. each working day. Executive Director observed that hopefully such items will be few and restricted to matters of major importance. With respect to papers, memoranda, etc., which should be reviewed by the Director upon his return, it was observed that events often overtake what seems to warrant the Director's attention. Therefore each Executive Committee member was asked to save such items which appear to deserve the Director's attention and to forward them to General Cushman or the Executive Director's office as appropriate shortly before the Director's return.

Action Taken: 24 June 1969

DDI Office Directors have been notified. Material meriting the Director's attention will be accumulated and consolidated in the ODDI and forwarded just prior to the Director's return.



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